



COMMANDER IN CHIEF, U.S. PACIFIC COMMAND  
(USCINCPAC)  
CAMP H.M. SMITH, HAWAII 96861-5025

USCINCPACINST 4000.2N  
J424  
1 April 1993

USCINCPAC INSTRUCTION 4000.2N

Subj: USPACOM DEFENSE REGIONAL INTERSERVICE SUPPORT (DRIS)  
PROGRAM

Ref: (a) DODI 4000.19, Interservice, Interdepartmental, and  
Interagency Support  
(b) DOD 4140.25M, Procedures for the Management of  
Petroleum Products, July 1988  
(c) CINCPACINST 4200.4G, USPACOM Materiel Acquisition  
Management Policy, December 1985  
(d) CINCPACINST 5711.6C, Negotiation, Conclusion and  
Reporting of International Agreements, June 1989  
(e) USCINCPACINST 4600.5E, USPACOM Joint  
Transportation Board, March 1991  
(f) USCINCPACINST 6320.2G, Pacific Command Health  
Services, March 1986  
(g) USCINCPACINST S3020.2J, Command Relationships in  
the Pacific Command, June 1984, with CH-3,  
February 1987

Encl: (1) Distribution of Completed DD Form 1144 and  
Attachments  
(2) Uniform Procedures for Joint Interservice Regional  
Support Groups (JIRSG)  
(3) Guidance for Conducting JIRSG Studies  
(4) Study Format Outline  
(5) Summary Cover Sheet of Completed JIRSG Study  
(6) Sample Format JIRSG Minutes  
(7) JIRSG Study Quarterly Summary  
(8) JIRSG Minutes Distribution List

1. Purpose. To provide unified command guidance for  
implementation of the Defense Regional Interservice Support  
(DRIS) Program per references (a) through (g) within the U.S.  
Pacific Command (USPACOM). It is U.S. Commander in Chief,  
Pacific (USCINCPAC), policy to eliminate unnecessary resource  
duplication and to seek increased economies and effectiveness by  
encouraging use of Interservice Support Agreements (ISAs). Joint  
Interservice Regional Support Groups (JIRSGs) will be used to  
determine the optimum arrangement and amount of resources  
required to support DOD activities located in a particular  
geographic area.

2. Cancellation. USCINCPACINST 4000.2M.

## 5. Implementation

a. DRIS involves all levels of command and staff. Family housing, real property maintenance, subsistence, calibration, aircraft supply and maintenance support, and vehicle maintenance are examples of functions that come under the DRIS Program. The DRIS Program offers the means for promoting more effective use of Service support capabilities and eliminating unjustified duplication of effort and costs.

b. The USCINCPAC Joint Petroleum Office exercises jurisdiction over interservice POL matters.

c. The Joint Acquisition Management Boards recommend solutions to specific interservice acquisition problems.

d. The Tri-Service Regional Review Committees coordinate all aspects of medical services. They also perform JIRSG studies in medical functional areas as required by the JIRSG chair.

e. All commanders in USPACOM will strive to expand the use of interservice, interdepartmental, and interagency support. This will increase the effectiveness of operations and reduce defense resource requirements without impairing mission capability. Specifically, Service component commands, subordinate unified commands, host country security assistance activities, USCINCPACREPs, and other activities in the USCINCPAC area of responsibility (AOR) must:

(1) Conduct programs to achieve consolidated logistics support, common use of facilities and equipment, and common management services consistent with mission needs and economy of operations. When required, prepare DD Form 1144 as specified in reference (a).

(2) Ensure that interservice, interdepartmental, and interagency support concepts and objectives are well publicized and periodically reviewed at all levels of management.

(3) Review and monitor the overall status of ISAs under their cognizance. Advise USCINCPAC/J42 of the name, grade, telephone number, mailing address, and message address of their Interservice Support Coordinator (ISC).

(4) Develop implementing instructions as necessary to delineate individual responsibilities arising from this instruction within their area of responsibility. Commands will forward a copy of any proposed implementing instruction through USPACOM Service channels to USCINCPAC J42 for staffing and review prior to publication.

(c) Monitor and review the progress of JIRSGs in dealing with proposals or recommendations provided by DRIS Program Review Boards (DPRBs) and overall DOD DRIS programs.

(d) Recommend actions and studies to determine the appropriateness of eliminating duplicate and overlapping functions in USPACOM.

(e) Meet quarterly or at the call of USCINCPAC J42.

b. DPRBs (excluding Hawaii):

(1) Subordinate unified commands or USCINCPACREPs will establish DPRBs at their option. They shall consist of senior officers who will review broad functional areas in search of economies through common logistics and administrative support. They will solicit and review interservicing proposals and suggestions from all echelons of their command.

(2) DPRBs will encourage and originate ideas, suggestions, and recommendations for coordination between two or more military services or other U.S. Government agencies. Whenever possible, commands will implement feasible interservice support ideas and programs locally. Commands will forward interservice support matters beyond the scope of local authority or opposed by a component command to their Service headquarters with a copy to USCINCPAC J42.

(3) DPRBs will meet as often as deemed necessary by the subordinate unified command or USCINCPACREP. On an annual basis they will provide USCINCPAC/J42 a narrative report of the overall status of the DRIS program under their cognizance.

c. Enclosures (2) through (8) provide guidance on running JIRSGs. Enclosure (3) to reference (a) establishes JIRSGs by geographic area, including USPACOM.

d. Relationship of DPRBs and JIRSGs.

(1) JIRSGs consist of the JIRSG board and a number of Support Category Study Groups (SCSG) dedicated to detailed study and resolution of interservicing problems on a broad or functional basis. They are responsible for providing guidance and study format direction to SCSGs and ad hoc study groups. When JIRSGs require additional study assistance, they can contact USCINCPAC J42 through their designated service channels.

(2) DPRBs review the operation of the DRIS program in their geographic area and identify functions in which study by the JIRSG could result in efficient operations.

(3) In geographical areas where time, distance, and span of control factors dictate, senior area commanders should consider combining or modifying DPRB and JIRSG structure.

## DISTRIBUTION OF COMPLETED DD FORM 1144 AND ATTACHMENTS

## 1. All Activities

- a. Army: Major Army commands.
  - b. Air Force: Major Air Force commands.
  - c. Navy: Major component overseas commands and the major claimant having management and financial responsibility.
  - d. Marine Corps: The major commands having management or financial responsibility over the activity.
  - e. For DOD Dependent Schools (DODDS) support agreements only, send one copy to the DOD Office of Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331, ATTN: Logistics Division.
2. Include in the General Provisions block, Block 11 of DD Form 1144, or in an attachment, the distribution list with name, office symbol, address, and APO, FPQ, or ZIP numbers or codes of activities receiving the agreement (internal supplier or receiver distribution excepted).
3. The submission of DD Form 1144 is exempt from the need for a Report Control Symbol per subsection VIIB, enclosure (3), DOD Directive 5000.19.

c. JIRSGs will establish Support Category Study Groups (SCSGs) to include the most qualified functional experts from each military component or other federal agency. The JIRSG Chair will appoint each SCSG Chair.

d. The JIRSG Chairs (military O-6 or civilian equivalent) shall:

(1) Serve as the point-of-contact (POC) for all JIRSG matters, providing technical advice, guidance, motivation, and assistance to all DOD components within JIRSG region and report through normal military channels.

(2) Develop and update annually the master matrix of all suppliers and receivers for all DRIS functional categories within the JIRSG in coordination with component and subunified commands POC. The matrix serves as a ready reference guide for studies proposed and planned and may expose other areas with high dollar return.

(3) Designate a component or subunified command as a "satellite" when it is remote to the JIRSG. The "satellite" will participate in the JIRSG effort by use of correspondence and telephone.

(4) Convene annual planning meetings with JIRSG members to establish the order of priority of JIRSG studies.

(5) Activate support category study groups as required to perform specific tasks. Enclosure (3) provides information and guidance on conducting a JIRSG study. Enclosures (4) and (5) are sample formats for reporting JIRSG study results.

(6) Consider ongoing functional studies directed by DOD components to avoid duplication of support services.

(7) Hold meetings as required to review progress of the JIRSG in accomplishing required studies. Provide minutes to USCINCPAC J42. Enclosure (6) provides a sample format for the minutes. The minutes shall include a quarterly summary of studies, enclosure (7). Enclosure (8) provides a breakdown of the distribution of JIRSG minutes.

f. Designated Support Category Study Groups (SCSGs) shall:

(1) Maintain an aggressive and continuing campaign to review interservicing requirements and capabilities and determine those areas in which interservicing may be feasible.

(2) Using enclosure (3), conduct JIRSG studies under the guidance of the JIRSG Chair and Program Manager.

1 April 1993

## GUIDANCE FOR CONDUCTING JIRSG STUDIES

1. General. The primary aim of a JIRSG study is to determine the optimum arrangement and amount of resources required to support DOD activities located in a particular geographic area.

2. Identification of Study Candidates. A potential for study exists any time there is more than one way to accomplish a given objective. Normally, ad hoc or standing sub-study groups within the geographic JIRSG shall be responsible for identifying as well as conducting studies. In addition to directed studies, sub-study groups shall consider the following sources or guidance for identifying studies:

a. Review of categories of support services identified in enclosure (2) to reference (a).

b. Crossfeed of studies conducted by other JIRSGs.

c. Examination of the requirements, operations, and facilities within the functional area of the sub-study group.

3. Methodology. Studies shall be an orderly, logical, and comprehensive presentation of the essential elements of each alternative. Use the following procedure to prepare a study:

a. Determine the Objectives. What is the purpose of the study? What is the ultimate decision that must be made? If there are multiple objectives, they shall be given priorities and categorized as either required or desirable.

b. Gather the Data. This step involves collecting all the information in the form of facts, assumptions, and criteria or standards for judging facts, principles, opinions, and assumptions. In gathering data the study group shall:

(1) Determine and define the current support concept, including mission support requirements and justification for existence.

(2) Define both the providing and receiving DOD component's missions (including deployment requirements) and unique aspects or operational procedures that affect the formulation of alternative support concepts.

(3) Identify the workload that must be accomplished. What is the normal workload? Maximum workload? Relative priority or time-sensitivity? Are workloads compatible or complementary? Understand the job and the factors affecting performance.

(2) Economic analysis to determine the benefits of each alternative related to input and output.

e. Recommendation for Best Possible Solution

(1) The final recommendation is drawn from the consensus of the members of the study group through careful consideration of the results and through the expertise brought by each member of the group from the DOD component he or she represents.

(2) All qualitative and quantitative factors developed during the study will aid in deciding which alternative provides the best solution. The best solution is not necessarily the lowest cost alternative, although cost and savings are important considerations. The best alternative is the most practical solution after DOD considerations have been met.

f. Preparation of Report. During the course of the study, the study group shall develop a draft report. Enclosure (4) is the format for the draft report. Comptroller personnel shall verify cost factors, cost analysis, and summary data to ensure validity of fiscal information. The commanders affected shall review the entire report. The report will include the comptroller's verification and the comments of the commanders. After appropriate review and concurrence by the study group, they will prepare the draft in final form and submit it to the area JIRSG Chair.

g. Summary Cover Sheet of Completed JIRSG Study. After the study group completes the report, they will complete a summary cover sheet of the completed JIRSG study in the format shown in enclosure (5).

SUMMARY COVER SHEET OF COMPLETED JIRSG STUDY

1. Study Title:
2. Name of Support Category:
3. JIRSG Area Identification Code:
4. Function Studies:
5. Location and Magnitude of Study:

End Strength Authorized (Assigned) and Annual Operating Costs

<u>Installation</u>	<u>Organization</u>	<u>Civ</u>	<u>Mil</u>	<u>Total</u>	<u>Costs</u>	<u>(SK)</u>
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6. Brief Description of Study:
7. Study Recommendations:

- a. Narrative:
- b. Recommended Resource Changes:

	<u>Annual Recurring Savings<sup>1</sup></u>	<u>One-Time Savings<sup>1</sup></u>	<u>Reimbursement Realignments<sup>2</sup></u>
Manpower			
End Strength (\$K)			
Equipment (\$K)			
Facility (\$K)			
Other (\$K)			

- c. Lead or Implementing DOD Component Recommendation:
8. Date (YYMMDD) Study Forwarded by JIRSG or Agreement Reached:
9. Date (YYMMDD) Study Forwarded by Major Command or Agreement Reached:
10. Date (YYMMDD) Study Forwarded by DOD Component Headquarters or Agreement Reached:
11. Date (YYMMDD) Study Decision Made by DOD, if applicable:



SAMPLE FORMAT JIRSG MINUTES

Date

Subj: Minutes of Joint Interservice Regional Support Group  
(JIRSG) Area \_\_\_\_\_

To: Distribution List

1. In paragraph 1 indicate the date of meeting, names of permanent members present, alternate members present, and the names of permanent members absent. In each instance, indicate the DOD component the attendees represent.
2. Old Business. In this paragraph specify all old business considered appropriate for inclusion by the Chair or membership.
3. Reports of Support Category Study Groups (SCSGs). In this and subsequent paragraphs include reports from study groups concerning previously assigned functional studies. Include recommendations of the study group, each DOD component's position, the potential dollar savings, if any, and any other data pertinent to the action or decision of the JIRSGs. List specific manpower and cost savings as a result of consolidations, when possible. Update the plan of action and milestones for all incomplete studies. Record actions taken or to be taken with respect to delinquent studies.
4. New Business. Include any new business brought before the JIRSG but not covered elsewhere. Indicate the assignment of future tasks for SCSGs. Discussion shall be in enough detail to include names of each SCSG, the specific functional area to be studied, the objective of the study, plan of action and milestones (completion data of economic and risk analysis, required progress reports, forwarding dates), and the date the SCSGs shall present recommendations to the JIRSG.
5. Future Business. List in this paragraph functional areas considered feasible for future study along with planned starting date.
6. Concluding Paragraph
  - a. Cite accomplishments of the JIRSG and applicable SCSGs since the previous meeting.
  - b. Indicate planned date, time, and location of next regularly scheduled meeting.
7. Upon completion of any SCSG study, a short, concise brief shall be prepared and attached to the minutes as an enclosure. The brief shall specify the objectives of the study, the decision

JIRSG STUDY QUARTERLY SUMMARY

1. JIRSG Area Identification:  
\_\_\_\_\_
2. Name of Support Category:  
\_\_\_\_\_
3. Study Title:  
\_\_\_\_\_
4. Brief Description of Study:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Date (YYMMDD) Initiated:  
\_\_\_\_\_
6. Current Study Status:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Projected Completion Date (YYMMDD):  
\_\_\_\_\_
8. Anticipated Savings:  
\_\_\_\_\_  
\_\_\_\_\_
9. Remarks (general comments, including problem areas):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_